

# **The Mesa County Sheriff's Office Unmanned Aircraft Operations Manual**



**AUG 2012**

## **MISSION STATEMENT**

It shall be the mission of those personnel of the Mesa County Sheriff's Office to be trained in the use of unmanned aircraft systems to use this resource to protect the lives and property of the people by preventing and detecting crime.

**01.02.01** Unmanned Aviation operations shall be comprised of those personnel assigned by the Sheriff and includes pilots, observers and others deemed necessary.

**01.02.02** Aviation operations are under the direct command of the Sheriff.

**01.02.03** Personnel assignments can be on a full-time or part-time basis or volunteer.

#### **01.03.00 PERSONNEL**

**01.03.01 Commanding Officer** - The Sheriff serves as the commanding officer of unmanned aviation operations and is responsible for overall management and supervision of the operation, which includes budget preparation and control, personnel selection, etc.

1. Given the technical nature of aviation, the Sheriff may, at his discretion, assign responsibility for unmanned aviation operations to any member who has the knowledge, skills and abilities to safely and effectively manage the operation.

#### **01.03.02 Supervisor/Chief Pilot**

1. The Sheriff may assign a subordinate to serve as the supervisor of unmanned aviation operations.
2. At the discretion of the Sheriff, one pilot may be designated as the chief pilot who shall serve as the supervisor of aviation operations.

#### **01.03.03 Pilots**

1. To be considered for selection as a pilot, applicants must be in good standing with the agency, meet all volunteer requirements and meet any other requirements imposed by the Sheriff.
2. A pilot's primary duty is the safe and effective operation of the agency unmanned aerial system in accordance with manufacturers' approved flight manual, FAA regulations and agency procedures. Pilots must remain knowledgeable of all FAA regulations; aircraft manufacturer's flight manual and sheriff's office policies and procedures.
3. Pilots may be temporarily removed from flight status at any time by the Sheriff, for reasons including performance, proficiency, etc. Should this become necessary, the pilot will be notified.

#### **01.04.00 MISCELLANEOUS**

## **02.02.00 SUPERVISOR/CHIEF PILOT**

**02.02.01** The supervisor/chief pilot is responsible for the following:

1. Ensuring all flight operations personnel understand applicable regulatory requirements, standards and organizational safety policies and procedures.
2. Observe and control safety systems by monitoring and supervision of Pilots.
3. Measure Pilot performance compliance with organizational goals, objectives and regulatory requirements.
4. Review standards and the practices of agency personnel as they impact flight safety.

## **02.02.00 SAFETY OFFICER**

**02.02.01** One member may be designated as the safety officer. This assignment will be in addition to other duties.

**02.02.02** The Sheriff will assure that the safety officer receives the necessary training to properly perform the duties of this role.

**02.02.03** Duties of the safety officer may include:

1. Copy and circulate pertinent safety information.
2. Prepare a quarterly bulletin that contains, at a minimum, all reported safety related problems and corrective action taken. If there were any in-flight problems, the proper procedures for handling that problem will be discussed.
3. It is emphasized again that safety is the responsibility of ALL members, not just the safety officer.

## **02.03.00 SAFETY TRAINING**

**02.03.01** All new members shall receive training in the following prior to serving in an operational capacity:

1. Agency commitment to safety.
2. Agency policy/SOP.
3. The member's role in safety.
4. Process for reporting hazards and occurrences.
5. Applicable emergency procedures.

**02.03.02** All safety training shall be documented.

## **02.04.00 SAFETY STAND DOWN**

1. The Sheriff will designate instructor pilots who will organize proficiency exercises as well as on going training.

#### **03.04.00 TRAINING PLANS**

1. All members will have a training plan on file that outlines training objectives for the upcoming year.
2. The approved training plan will be developed jointly by the Sheriff, supervisor, instructor pilot and member, as appropriate.
3. Training objectives will vary depending on whether the member is new to unmanned aviation or an existing member. For new members, the focus will be familiarization with the equipment and operational procedures. Existing members will focus on recurrent training etc. Objectives should challenge the member to increase their competency in the knowledge and skills necessary to perform.
4. Training plans shall be maintained in a file and reviewed monthly to assure progress towards objectives.

#### **03.05.00 INITIAL TRAINING**

1. Initial training will be conducted to provide new pilots with skills sufficient to operate unmanned systems, including specific system training.
2. New pilots need to become familiar with aviation operations, the unmanned aircraft and its equipment.
3. Any new member who fails to successfully complete initial training may be subject to removal from the team.
4. The Chief Pilot will designate the pilots minimum flight time necessary for each unmanned system.

#### **03.06.00 RECURRENT TRAINING**

1. In any case, regular proficiency flights will required for each individual pilot. Proficiency is defined as being able to consistently demonstrate a level of skill in operating unmanned systems.
2. Any pilot who has not flown an unmanned aircraft of the type operated by the sheriff's office for 30 days or longer must successfully complete a proficiency flight prior to acting as pilot in command of agency aircraft.
3. Recurrent training is not limited to actual pilot skills but includes knowledge of all pertinent unmanned aviation matters.
4. Failure to prove proficiency can result in removal from unmanned aviation responsibilities.

#### **03.07.00 USE OF SHERIFF'S OFFICE UNMANNED AIRCRAFT FOR TRAINING**

## **04.05.00 FLIGHT CREW RESPONSIBILITIES**

### **1. Pilot**

- The pilot is directly responsible for and is the final authority over the operation of the unmanned aircraft.
- Pilots have absolute authority to reject a flight based on weather, aircraft limitations, physical condition, etc. No member of the Sheriff's Office, regardless of rank, can order a pilot to make a flight when, in the opinion of the pilot, it cannot be done safely.
- Pilots are responsible for compliance with this manual and Federal Aviation Regulations.
- Pilots shall handle radio communications with air traffic control and other aircraft. When under the control of ATC, the pilot will not monitor sheriff's radio communications.
- Pilots shall be responsive to the requests of the TFO in order to accomplish the mission.

### **2. Sensor operator/Observer (S/O)**

- The S/O is responsible for the law enforcement aspect of the mission.
- The S/O shall operate the payload and handle radio communications between ground units and dispatcher.
- The S/O shall remain alert for suspicious persons or activities on the ground and coordinate response by ground units.
- The S/O will avoid unnecessary communications with the pilot during takeoff and landing.

### **3. Crew Coordination**

- The pilot and S/O will work together to form the crew which will ultimately accomplish mission objectives.
- In the interest of safety, both the pilot and S/O must be comfortable with any decision made while working as a crew. This begins when deciding whether to accept a mission and continues throughout the mission. If there is genuine concern on the part of either the pilot, or S/O, the mission should not be accepted or should be terminated.
- Concern on the part of either crew member should be immediately expressed to the other member. Communication is the key. Many times, reservations about something can be put to rest with a simple explanation.
- S/O's have the right, as well as the responsibility, to question the pilot whenever they do not understand something, or are uncomfortable with certain procedures, weather, etc. Conversely,

#### **04.08.03 Inspections**

1. At the beginning of each tour of duty, the pilot shall conduct a thorough preflight inspection of the unmanned aircraft in accordance with the instructions contained in the unmanned aircraft flight manual.
2. All mission equipment will be tested and securely stowed prior to the flight by the S/O.
3. It has been recognized that the use a checklist is a major weapon in combating aviation accidents. Checklists will be utilized.
4. If during the course of the preflight any mechanical discrepancy is found, refer to 06.00.00 MAINTENANCE.

#### **04.08.04 Weather**

1. At the beginning of each tour of duty, the pilot shall obtain a full weather briefing. The pilot will ensure that he/she gathers enough information to make themselves familiar with the weather situation existing throughout the area of operation.
2. Subsequent to the original weather briefing, pilots will obtain, as necessary, sufficient weather information to ensure that the original briefing stays valid. The frequency of these additional weather checks will be determined by the severity of existing or forecast weather.
3. Weather minimums for unmanned aviation operations are contained in the next section.

#### **04.08.05 Documentation**

1. Physical assessment, inspection and weather will be documented prior to flight.
2. Documentation will be maintained in file for a period of one year.

#### **04.08.06 Preflight Planning**

1. The pilot shall familiarize themselves with all available information concerning the flight.

#### **04.09.00 GROUND HANDLING**

1. The pilot is responsible for operation of the unmanned aircraft in the air and on the ground. Pilots will ensure that no unauthorized items are attached to the aircraft prior to movement. During movement, adequate clearance will be maintained.
2. Upon "Repack" of the unmanned aircraft the Pilot will ensure that all items are returned to their proper place.

3. Notify the supervisor/chief pilot and Sheriff.

#### **04.14.04 Pre-Planning for Emergencies**

1. Safety response training will be conducted annually.
2. All members should receive basic first aid training.

#### **04.15.00 MISCELLANEOUS**

- 04.15.01** Personal use of Sheriff's Office unmanned aircraft is prohibited.

### **05.00.00 UNMANNED AIRCRAFT OPERATIONS**

**05.01.00 GENERAL** – Unmanned Aircraft will be operated in accordance with this manual, Federal Aviation Regulations and the manufacturer's manual.

#### **05.02.00 FLIGHT LIMITATIONS**

##### **05.02.01 Weather**

1. Flight into instrument meteorological conditions, thunderstorms, or other severe weather is prohibited.
2. No aircraft operations will be conducted when the ceiling is less than 500' AGL.

##### **05.02.02 Maximum Altitudes**

1. The maximum altitude for operations is 400' AGL.
2. The pilot may deviate from the above when required by air traffic control (ATC), or operational necessity dictates such action is necessary. Further, the pilot must be able to articulate the operational necessity if called upon to do so. Finally, the pilot must consider the benefits of observation at lower altitudes versus real and/or perceived hazards to the crew, aircraft, people and property on the ground, etc., prior to ascending above 400' AGL.

##### **05.02.03 Miscellaneous**

1. Should the pilot or observer develop fatigue or a sudden illness, the flight shall be terminated as soon as practical.

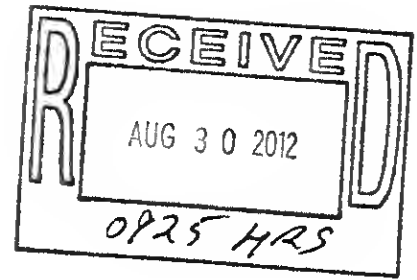
#### **05.03.00 GROUND SAFETY**



1. Conduct a thorough preflight inspection of the aircraft in accordance with the unmanned aircraft flight manual.
2. The Aircraft Flight Log shall be reviewed prior to flight and the appropriate data entered at the conclusion of each flight.
3. In accordance with the Federal Aviation Regulations (refer to FAR Part 43.3), pilots can perform preventive maintenance
4. The pilot is the final authority on whether an aircraft is airworthy.

August 26, 2012

Mesa County Sheriff Office  
Attn: Sgt. Art Smith  
215 Rice Street  
P.O. Box 20,000  
Grand Junction, Colorado 81501



To Whom It May Concern:

Pursuant to the Colorado Open Records Act, I hereby request the following records:

1. any requests for proposals, proposals submitted by vendors, contracts, budgets or cost allocations for the purchase and/or use of aerial drones, UAs, UAVs, and UASs (hereinafter "drones");
2. any policies, guidelines, manuals and/or instructions on department use of drones, including on the legal process required (such as a warrant or court order), if any, before operating a drone;
3. any departmental records concerning this department's use of drones now or plans to use drones in the future including:
  - a. the types of investigations or instances in which this department is using or plans to use drones, or how it plans to support, manage or oversee the usage of drones by another department or office;
  - b. policies, guidelines, manuals and/or instructions on storage requirements or procedures for video or static images obtained through use of drones, including retention times;
  - c. the altitude at which drones can or do fly;
  - d. drones' ability to carry weapons.

I also request that, if appropriate, fees be waived as I believe this request is in the public interest. The requested documents will be made available to the general public free of charge as part of the public information service at MuckRock.com, processed by a representative of the news media/press and is made in the process of news gathering and not for commercial usage.

In the event that fees cannot be waived, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 3 business days, as the statute requires.

Sincerely,

Shawn Musgrave

*Michael Perry  
Sgt. on behalf of  
Sgt. Musgrave*

Filed via MuckRock.com

E-mail (Preferred): [1736-22464605@requests.muckrock.com](mailto:1736-22464605@requests.muckrock.com)

For mailed responses, please address (see note):

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Boston, MA 02205-5819

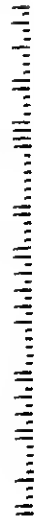
PLEASE NOTE the new address as well as the fact that improperly addressed (i.e., with the requester's name rather than MuckRock News) requests might be returned by the USPS as undeliverable.

Machich  
PO Box 584  
Boston, MA 02205

Mesa County Sheriff's Office  
Attn: Sgt. Art Smith  
215 Rice Street  
PO Box 20,000  
Grand Junction, CO 81501



61502500100



RESOLUTION NO. MCM 2002-052

ESTABLISHING FEES TO BE COLLECTED BY THE MESA COUNTY SHERIFF

WHEREAS, Colorado Revised Statutes provide for the collection of fees by County Sheriffs; and

WHEREAS, current resolutions adopted by the Board of County Commissioners do not reflect fees allowed by Colorado Revised Statutes; and

WHEREAS, current resolutions adopted by the Board of County Commissioners do not reflect other fees as established by the Mesa County Sheriff's office; and

WHEREAS, it is deemed desirable and necessary to adopt a fees schedule which reflects fees currently charged by the Mesa County Sheriff's office and allowed by C.R.S. 30-1-104.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF MESA:

1. The fees contained in Exhibit A, attached hereto and made a part hereof, are adopted as the fees for the Mesa County Sheriff's office.
2. All prior Resolutions establishing fees to be charged by the Mesa County Sheriff's office, including Resolutions MCM 77-015, MCM 84-053, and MCM 88-062 are hereby repealed and superceded.

DULY MOVED, SECONDED, AND PASSED THIS 18th DAY OF  
March, 2002.



Attest:

*Monika Todd*  
Mesa County Clerk and Recorder  
*by Robert L. Lafferty*  
deputy  
S:\ORFT\AGN\RESO\sheriff\_fees\_2002.wpd

By: *Kathryn H. Hall*  
Kathryn H. Hall, Chairman, Mesa  
County Board of Commissioners

EXHIBIT A

FEES TO BE COLLECTED BY THE MESA COUNTY SHERIFF

DOCUMENTS SERVED - CIVIL

Summons, with or without Complaint or Petition and Answer	
Restraining Orders	
Interrogatories	
Notices.....	\$35.00
Subpoena.....	\$60.00
Garnishment.....	\$20.00
Writ of Restitution.....	\$60.00 service \$200.00 maximum charge for actual expenses
Execution of Court Orders: Execution, Foreclosure, Forfeiture	
Recording in Sheriff's Log.....	\$15.00
Serve Notice of Levy and Writ.....	\$30.00
Seizure of Personal Property.....	\$75.00
Issue and Record Certificate of Levy.....	\$30.00
Notice of Sheriff's sale.....	\$30.00
Certificate of Purchase.....	\$30.00
Report and Return.....	\$60.00
Sheriff's Deed.....	\$40.00
Certificate of Redemption.....	\$30.00
Commission Sale of Real Property	
A. With Sale	B. Without Sale
Less than \$3,000.00 - \$20.00	Less than \$500.00 - 3%
More than \$3,000.00 - 1%	Between \$500.00 - \$1,000.00 - 2%
Not to exceed \$100.00	More than \$1,000.00 - 1.5%
	Not to exceed \$150.00
Commission Sale of Personal Property	
A. With Sale	B. Without Sale
Less than \$500.00 - 5%	Less than \$500.00 - 3%
Between \$500.00 - \$1,000.00 - 6%	Between \$500.00 - \$1,000.00 - 2%
More than \$1,000.00 - 7%	More than \$1,000.00 - 1.5%
Not to exceed \$100.00	Not to exceed \$150.00
Serving or Levying Writ of Attachment, Order of Possession or Replevin	\$75.00
Service of Jury Summons.....	\$10.00
Mileage on all Civil Matters.....	\$ 0.36

CRIMINAL

Subpoena.....	\$7.50
Garnishment.....	\$7.50
Summons.....	\$15.00
All other notices.....	\$15.00
Mileage on Criminal Matters.....	\$ 0.12 or Max allowed

RETURNED UNSERVED

Civil.....	\$16.00
Criminal.....	\$5.00

It is the policy of the Mesa County Sheriff's Department to waive fees for records for the following types of agencies:

1. All government agencies (municipal, county, state, federal).
2. All educational institutions.
3. All print and broadcast media.

For all other individuals and agencies, the following fees will be charged for the search, retrieval, and copying of criminal justice records:

Criminal history or incident report	\$2.00 up to 4 pages .50 for each additional page
Background/letter of clearance	\$2.00
Extensive Research and/or Review	\$10.00 per half hour, half hour increments, plus copy fees \$10.00 minimum
Mug Shots	\$2.00 each
Audio Recording	\$10.00 each plus \$5 for each 15 minute increment or any fraction thereof over half hour
Video Tapes	\$15.00 each plus \$5 for each 15 minute increment or any fraction thereof over half hour

Fees may be waived at any time at the discretion of the Administrative Services Supervisor or Administrative Services Coordinator (i.e. for victims of a crime).



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#### SERVICES FEES

Bond processing fees	\$8.00
Explosive Permit	\$8.00
Fingerprints	\$5.00 (\$2.00 additional cards)
Firearms Permit Application	\$95.00
	\$35.00 Renewal
Notary Public Services	\$2.00
Patrol Fines	\$50.00
Vehicle Inspections	\$3.00
	\$10.00 on site